

Centrestage Productions

**YOUTH
THEATRE**

Document Reference Number:

CPYT/002 (c)

GDPR Policy Children in Productions and their parents

Prepared by: Mike Mullen

Approved by: Trustees

Effective from: 16th June 2024

Date: 16th Jun 2024

Review date: June 2025

Centrestage Productions Youth Theatre is committed to protecting personal information. This policy relates to our use of any personal information we collect about children who audition for or are cast in on of our productions and their parents / guardians. We collect this information from your and/or from your parents/guardians.

The personal information we collect.

Prior to the auditions, we will collect basic personal details such as your name, address, date of birth, height, parent's names, address, email address and telephone number, subscription amounts and dates paid. We may also take your photograph and ask for your biography. Prior to the auditions, we will ask you and/or your parents/guardians to consent to collect this personal information and the uses to which it will be put.

How We Use The Information

We will use your personal information and your parent/guardians' personal information.

- For panning any aspect of the production.
- To send you details of our rehearsals and communicate with you about any aspect of the production.
- To support your health and well-being whilst you are taking part in rehearsals and performances.
- To comply with any legal requirements regarding your participation in the production.
- To complete entries in our show programme.

Security

We put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of your personal information or your parents'/guardians' personal information.

Your Rights

Please let us know if your personal information changes or that of your parents'/guardians changes as it is important that the personal information we hold about you is accurate and up to date. Circulating information to you and your parents'/guardians is a necessary part of being a member of the organisation, but twelve (12) months after the production, we will remove your personal information and that of your parents'/guardians from our files. You and your parents'/guardians have the right to request a copy of all the personal information we hold about you and them in a Subject Access Request. To do this, simply write to us at the address below. We will take all reasonable steps to confirm your identity before providing you with details of any information we may hold about you.

Changes to this Policy

We may amend this policy from time to time, for example to keep it up to date or to comply with legal requirements. If there will be any significant change made to the use of your personal information in a manner different from that stated, we will seek your permission first.

How To Contact Us

For any questions or concerns relating to this policy, or our data protection practices, or to make a Subject Access Request, please contact us in one of the following ways:

By email to the Secretary: cpytenquiries@gmail.com

By post to:

The Arch, Station Lane, Chandler's Ford, Hampshire, SO53 4DD

Signed:  Chair